

Appendix 2: Outline recruitment timeline for the appointment of a Director of Children's Services

Date	Activity
August 2023	Develop candidate information packs/website landing page. Finalise job description. Preparation of advert content/determine advertising channels and book provisional slots with press/professional journals. Undertake market research on competing roles/salary benchmarking. Identify interim opportunities against agencies registered with council approved procurement frameworks.
29 August 2023	Appointment Committee meets to secure authorisation to recruit.
w/c 18 September 2023	Adverts go live in agreed advertising channels. (Allowing for a minimum of 4 weeks)
20 October 2023	Advert Closing date
w/c 23 October 2023	Prepare proposed shortlist of candidates and conducting of technical interviews.
w/c 30 October 2023	Appointment Committee meets to determine shortlist.
w/c 6 November 2023	Appointment Committee meets to conduct interviews and consultation with Cabinet on recommended successful candidate for appointment.